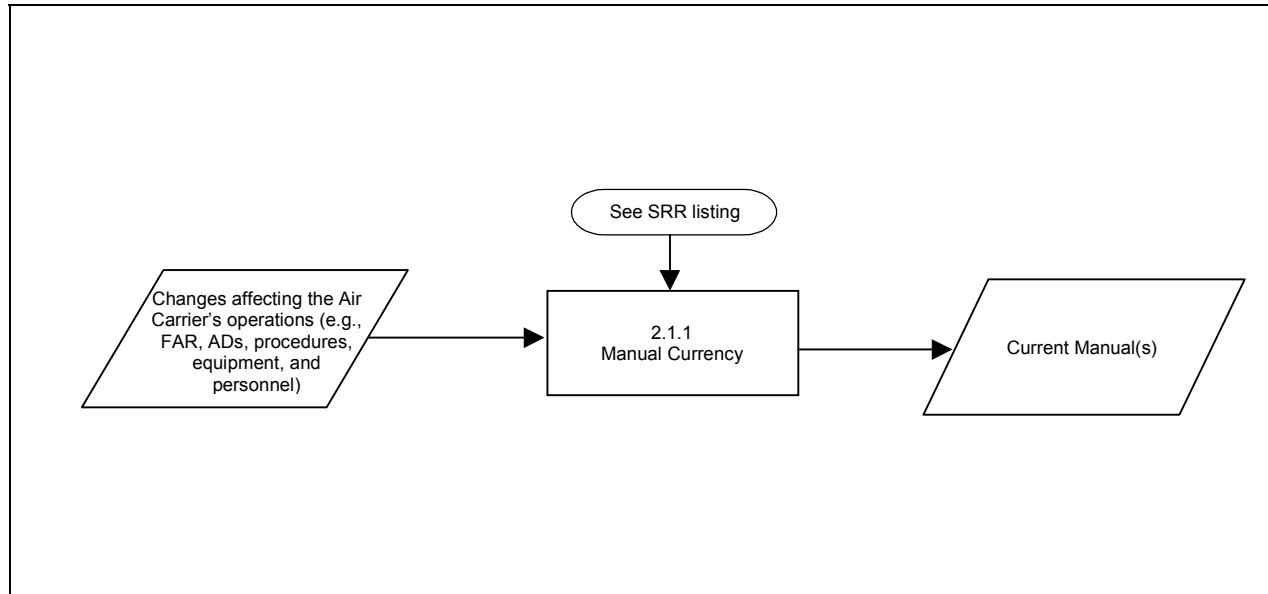


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 2.1.1 Manual Currency

Purpose of this Element (Air Carrier's responsibility):
To maintain current Manuals.

Objective (FAA responsibility):
To determine if the Air Carrier follows its manual revision program.

Inputs:

- Changes affecting the Air Carrier's operations (e.g., CFR, ADs, procedures, equipment and personnel).

Outputs:

- Current Manual(s)

Performance Measures:

- All copies of a Manual are identical to the current status of the original document.

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SRR:

- 121.133 (a) Preparation
- 121.137 (b) Distribution and Availability
- 121.141 (a) Airplane Flight Manual

Other CFRs and/or FAA Guidance:

- Preamble:
 - 60 FR 65832, December 20, 1995 Commuter Operations and General Certification and Operations Requirements
- 8400.10, Volume 2, Chapter 2, Section 1, Paragraph 73--Formal Application Attachments
- 8400.10, Volume 2, Chapter 2, Section 5 Paragraph 319--Minimum Equipment Lists for U.S.-Registered Aircraft, General.)
- 8400.10, Volume 2, Chapter 2, Section 5 Paragraph 331, Termination of Special Purpose Flight Crewmember Certificates.
- 8400.10, Volume 3, Chapter 4, Section 2, Figure 3.4.2.1-- Recommended Format--AQP Approval Letter
- 8400.10, Volume 3, Chapter 14, Section 3, Paragraph 1951-- Operator-Specific Training Modules.
- 8400.10, Volume 3, Chapter 15, Section 1, Paragraph 2083--Review of Manuals.
- 8400.10, Volume 3, Chapter 15, Section 1, Paragraph 2085--Format and Style of Manuals.
- 8400.10, Volume 3, Chapter 15, Section 2, Paragraph 2101--Phase One: Establishing A Framework For Review.
- 8400.10, Volume 3, Chapter 15, Section 2, Paragraph 2113--Emergency Revisions.
- 8400.10, Volume 3, Chapter 15, Section 6, Paragraph 2227--
- 8300.10, Volume 3, Chapter 37, Section 2, Paragraph 5H--Verify Currency of Operators Manual
- 8400.10, Volume 6, Chapter 2, Section 6, Paragraph 205--Procedures For Reviewing Operations Manuals.
- 8400.10, Volume 6, Chapter 2, Section 19, Paragraph 473-- Specific Inspection Practices and Procedures.

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.133 (a)	To require the Air Carrier to maintain current Manuals for use by its personnel.	<i>Certification:</i> Maintenance <i>Surveillance:</i> Maintenance
121.137 (b)	To require all personnel who are issued a Manual to keep it current, and available when on duty.	<i>Certification:</i> Maintenance <i>Surveillance:</i> Maintenance
121.141 (a)	To require an Air Carrier to keep a current airplane flight Manual (AFM) for each type of airplane it operates.	<i>Certification:</i> Maintenance <i>Surveillance:</i> Maintenance

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2.1.1 Manual Currency

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Manual Currency process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Manual Currency process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Manual Currency process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Manual Currency process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

2.1.1 Manual Currency

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Manual Currency process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Manual Currency process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Manual Currency process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Manual Currency process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

2.1.1 Manual Currency

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Manual Currency process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Manual Currency process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Manual Currency process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Manual Currency process:

1.1 Do written procedures specify a method for identifying the revision status of each Manual? [SRR 121.133 (a) and 121.137 (b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Do written procedures specify a method (e.g., bulletins) for identifying emergency temporary revisions? [SRR 121.133 (a) and 121.137 (b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Do written procedures specify a method (e.g., bulletins) for tracking emergency/temporary revisions? [SRR 121.133 (a) and 121.137 (b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Do written methods specify a method for systematically incorporating emergency/temporary revisions into Manuals? [SRR 121.133 (a) and 121.137 (b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.5 Do written procedures require the Air Carrier to issue a master list of effective pages (LEP) on an annual basis? [SRR 121.133 (a)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.6 Do written procedures prohibit the use of pen and ink changes? [SRR 121.133 (a) and 121.137 (b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.7 Do procedures exist which specify the limitations on the use of Manual excerpts?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.8 Does the carrier have a method of coordinating FAA approval? [SRR 121.133 (a)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

Safety Attribute Inspection (SAI) Job Aid

2.1.1 Manual Currency

SECTION 3 – PROCEDURES ATTRIBUTE

1.9 Do procedures exist for revising Manuals? [SRR 121.133 (a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 Does the Air Carrier have a method for a company or contract personnel proposing revisions to follow? [SRR 121.133 (a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Does the carrier have a method of coordinating drafts of Manuals before making a formal submission to FAA? [SRR 121.133 (a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Does a method exist for revising Manuals published in electronic or microfilm formats? [SRR 121.133 (a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Is revision status of electronic/microfilm Manuals available to users? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
3. Does the revision control document contain a brief explanation of changes?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the Air Carrier have a procedure to establish a standard for when a revision requires training?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have the resources to support the written procedures for the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
10. Are the procedures published in different manuals relating to the Manual Currency process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Manual Currency process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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2.1.1 Manual Currency

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Currency process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Manual Currency process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the controls.
4. Observe the Manual Currency process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Manual Currency process:

1.1 Are revisions that require FAA approval approved before being issued?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Is there a list of effective pages (LEP)?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Do revisions requiring approval have an FAA signature?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Do emergency/temporary revisions have expiration dates?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.5 Is the date of last revision and revision number included on each page? [SRR 121.135(a)(3)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.6 Does each revised page identify the Manual to which it belongs?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.7 Does the Air Carrier have time limits specified for emergency/temporary revisions?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.8 Does the Manual holder annually review the content of the Manual against the master list of effective pages (MLEP)?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

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2.1.1 Manual Currency

SECTION 4 – CONTROL ATTRIBUTE

1.9 Is there a list of individuals who have the authority to revise a part(s) of a Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 Does the Air Carrier prohibit the use of unauthorized Manuals? [SRR 121.135 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Are electronic Manuals in a read-only format?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Does the revision process for electronic/microfilm Manuals require the return of outdated materials to the Publications Department?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 Does the Air Carrier maintain a current revision list of electronic/microfilm Manuals located where those Manuals are used?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 Does the Air Carrier require that all excerpts have the same revision date as the original?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Does the Air Carrier require that all excerpts are validated before use?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Does the Air Carrier have a method for destroying excerpts after use?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Does the Air Carrier establish a training standard when a revision requires it?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the checks and restraints ensure the desired result is achieved for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the air carrier have the resources to support the checks and restraints for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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2.1.1 Manual Currency

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Manual Currency process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Manual Currency process.
2. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Manual Currency process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Manual Currency process include the following process measurements?

2.1 The Air Carrier randomly audits Manuals to determine their revision status and creates a report of discrepancies.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.2 The Air Carrier analyzes the discrepancy report to determine underlying causes, and those causes are reported to the person responsible for that Manual.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.3 The Air Carrier audits work environments to determine if outdated electronic/microfilm Manuals have been retained.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.4 The Air Carrier audits the Manuals annually to ensure no pen and ink changes have been made.

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Manual Currency process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Manual Currency process?

☐ YES If no, explain:
☐ NO

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2.1.1 Manual Currency

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Currency process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Manual Currency process.
2. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Manual Currency process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Manual Currency process:

1.1 Route Structures (System 5.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.2 Airman and Crewmember Flight, Rest, and Duty Time (System 6.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.3 Technical Administration (System 7.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.4 Aircraft Configuration Control (System 1.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.5 Manuals (System 2.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.6 3.0 Flight Operations (System 3.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.7 Personnel Training and Qualifications (System 4.0)

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. List any additional interfaces identified:

3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?

☐ YES **If no, explain:**
☐ NO

4. Are there controls to ensure that interfaces occur?

☐ YES **If no, explain:**
☐ NO

5. Are the interfaces between the Manual Currency process and other processes treated consistently in the Manual(s)?

☐ YES **If no, explain:**
☐ NO